



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1834  
Sacramento, California 95825

[www.ca.blm.gov](http://www.ca.blm.gov)

October 23, 2000

In Reply Refer To:

1223(P)

CA 944

EMS TRANSMISSION: 10/23/00

Instruction Memorandum **No. CA 2001-008**

Expires: 9/30/02

To: Division, Staff and Branch Chiefs

From: DSD, Support Services

Subject: Review of California State Office Forms **DD: 11/15/00**

Attached is a listing of BLM California State Office forms. Please review the present status of the forms initiated by your office. Based on utilization indicate, next to the form title and date issued, whether you wish to retain or delete the current form. If you are using a newer edition of a form, submit an electronic or hard copy of the revised form, with noted date of revision, to the State Records Manager.

If any of the forms on the attached review list are no longer associated with your program responsibilities please make a notation to refer to the appropriate office. Any of the forms listed may be reviewed in the Records Management Section. New forms, with official approval (BLM 1223-07), may also be submitted at this time. All lists are to be returned to the State Records Manager, Louise Tichy, by November 15, 2000. Questions pertaining to this review, or to forms management in general, may be directed to Louise through E-mail or at X4301.

**Signed:**  
**Sherian Long**  
**Acting DSD, Support Services**

**Authenticated:**  
**Liza Raymundo**  
**Records Management**

1 Attachment

1 - CA Forms Listing (4 pp.)



**CALIFORNIA STATE OFFICE**  
**FORMS REVIEW**  
10/2000

<b>FORM NUMBER</b>	<b>PROGRAM OFFICE</b>	<b>FORM SUBJECT/TITLE</b>	<b>DATE ISSUED</b>	<b>RETAIN</b>	<b>DELETE</b>
1114-01	945	Addendum to Volunteer Services Agreement (Ref. BLM 1114-04)	10/26/93		
1114-02	945	Volunteer Program Time Sheet	08/19/87		
1114-03	945	Volunteer Work Record	07/01/97		
1120-01	912	Audio/Visual Request	08/06/91		
1220-05	944	Forms Register	10/01/97		
1260-14	946	BLM ADP Access Termination Statement	05/01/88		
1270-03	941	File Charge-out Slip (Docket)	03/01/88		
1270-04	941	Notification of Error on Official Records	11/01/88		
1270-05	944	Records Listing (Federal Records Center)	02/15/95		
1270-07	944	Journal/Publication Request Form (Library)	03/01/93		
1270-08	941	Routing and Notation Slip	09/14/98		
1290-01	944	Facsimile Message Transmission Sheet	10/15/96		
1300-02	944	Credit Card Check Requisition	04/21/99		
1400-14	953	Recruitment Bulletin	08/01/82		
1400-16	945	Upgrading Request	03/99		
1400-17	947	Selection Approval for EEO Purposes	10/00		
1400-20	945	Employment Folder	05/01/87		
1400-22	945	Exit Interview Questionnaire	06/01/92		
1400-23	945	Entrance Interview (Personnel Rep)	09/01/87		

**CALIFORNIA STATE OFFICE**  
**FORMS REVIEW**  
10/2000

<b>FORM NUMBER</b>	<b>PROGRAM OFFICE</b>	<b>FORM SUBJECT/TITLE</b>	<b>DATE ISSUED</b>	<b>RETAIN</b>	<b>DELETE</b>
1400-24	945	Supervisor's Orientation Checklist (Phase II)	04/01/88		
1400-25	945	Supervisor's Orientation Checklist (Phase III)	09/01/87		
1400-26	945	New Employee Evaluation of Orientation Program	09/01/87		
1400-27	945	Request/Transmission of Employment Documents	07/01/88		
1400-29	945	Alternate Work Schedule Change Request	03/01/90		
1400-31	945	Appreciation Award (CA Specific)	07/23/92		
1400-32	945	California Applause Award	11/19/90		
1400-33	945	Individual Development Plan	04/23/91		
1400-34	945	Training Course Outline	06/24/91		
1400-35	945	BLM Physical Fitness Program Agreement Form	05/29/92		
1510-02	944	Typewriter Repair/Service Request	01/01/83		
1540-07	944	Business Reply Mail Label CA	03/15/97		
2130-05	930	Easement Checklist	03/01/85		
2740-03	930	R&PP Patent Reservations, Conditions and Limitations - Decision	06/01/86		
2740-04	930	R&PP Act Patent Reservations, Conditions and Limitations - Final Certificate	06/01/86		
3000-03	920	Mineral Development and Surface Interference Determination Report for Lands Involved	06/01/83		
3100-28	941	Bidder Registration Form	08/01/88		
3100-29	941	Competitive Oil and Gas Lease Bid Receipt	08/01/88		
3730-01	920	Request for P.L. 359 Report (Other Agency)	01/30/92		

**CALIFORNIA STATE OFFICE**  
**FORMS REVIEW**  
10/2000

<b>FORM NUMBER</b>	<b>PROGRAM OFFICE</b>	<b>FORM SUBJECT/TITLE</b>	<b>DATE ISSUED</b>	<b>RETAIN</b>	<b>DELETE</b>
3730-02	920	Request for P.L. 359 Report (FERC)	01/30/92		
3800-01	941	Placer Mining Claim Location Notice (California)	11/01/99		
3800-02	941	Affidavit of Assessment Work (California)	11/01/99		
3800-03	941	Mill Site Location Notice (California)	11/01/99		
3800-04	941	Lode Mining Claim Location Notice (California)	11/01/99		
3800-05	941	Tunnel Site Location Notice (California)	11/01/99		
5000-01	930	Seedling Sowing Request	06/12/90		
5700-01	930	Uneven-Aged Management Stocking Survey Summary and Analysis	10/01/82		
6600-01	930	Wildlife Habitat Evaluation Report	05/01/73		
7200-01	930	Water Source Data	08/17/90		
7200-01A	930	Instructions for CA 7200-01	08/17/90		
7250-01	930	Notification of Federal Reserved Water Rights to the State of CA	07/01/81		
8370-01	930	Death or Injury Report	05/01/82		
8370-02	930	ORV Permit Undertaking	12/01/83		
8370-03	930	ORV Permit Affidavit	12/01/83		
9100-01	942	Data Preparation Guideline	01/27/93		
9260-19	913	Disposition of Charges	05/01/89		
9260-20	913	Consent to Search	05/01/89		
9260-21	913	Controlled Substance Incident Record	02/04/91		

**CALIFORNIA STATE OFFICE**  
**FORMS REVIEW**  
10/2000

<b>FORM NUMBER</b>	<b>PROGRAM OFFICE</b>	<b>FORM SUBJECT/TITLE</b>	<b>DATE ISSUED</b>	<b>RETAIN</b>	<b>DELETE</b>
9260-22	913	Range Qualification Record	12/01/89		
9260-23	913	Individual Firearms Qualification Record	10/01/93		
9260-24	913	Evidence Report	01/27/94		
9260-25	913	Custodial Arrest Report	01/28/94		
9260-26	913	Photo Log	01/31/94		
9260-27	913	Supplementary Incident Record	02/10/94		
9300-06	930	Sales Data	08/01/91		
9300-10	930	Communication Site Lease Data	06/01/92		
9300-11	930	Value Finding	12/02/91		
9600-04	942	Corner Record (Search)	02/01/79		
9600-05	942	Legend	02/01/79		
9600-06	942	Corner Record MS-HES-Tract	03/01/79		
9600-20	942	Rectangular System of Survey Diagram	05/01/82		
9600-21	942	Corner Remonumentation	05/01/82		
9600-23	942	Index to Section Corner Remonumentation	05/01/82		
9600-24	942	Markings for Corners on Subdivisions of Section Lines	05/01/82		
9600-26	942	Section Diagram - 10 Acre Subdivision	05/01/82		